

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 21, 2004

Division: Community Services

Bulk Item: Yes X No

Department: Library Services

AGENDA ITEM WORDING:

Approval to accept National Endowment for the Humanities' Preservation Assistance Grant award and authorizing completion of the ACH Vendor Enrollment Form by staff.

ITEM BACKGROUND:

NEH Preservation Assistance Grants help institutions improve their ability to preserve and care for humanities collections. A collection of World War I waterfront passes, recently donated to the library by the Property Appraiser and the Clerk of the Courts, has been identified for preservation assessment and conservation. With grant funding, a conservator will develop a detailed conservation needs assessment and plan for treating the collection, staff will be trained in preservation practices, and necessary archival supplies will be purchased.

PREVIOUS RELEVANT BOCC ACTION:

04/16/03 Approval to apply for grant.

CONTRACT/AGREEMENT CHANGES:

N/A

STAFF RECOMMENDATIONS:

Approval

TOTAL COST: \$5,000

COST TO COUNTY: \$0, no match required

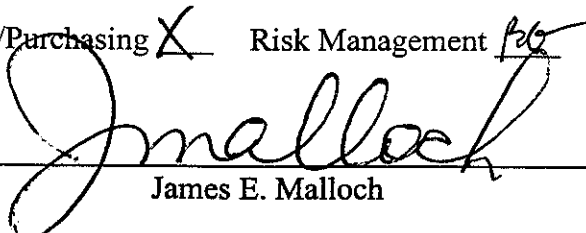
BUDGETED: Yes No X

SOURCE OF FUNDS: Federal

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty X OMB/Purchasing X Risk Management

DIVISION DIRECTOR APPROVAL:


James E. Malloch

DOCUMENTATION: Included X To Follow Not Required

DISPOSITION:

AGENDA ITEM # C29

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract with: National Endowment for Contract # PA-50276-04
the Humanities Effective Date: Upon execution
Expiration Date: 06/30/05

Contract Purpose/Description:
To accept terms and conditions that apply to the NEH grant award.

Contract Manager: Anne Layton Rice 3594 Library Services, Stop #6
(Name) (Ext.) (Department/Stop #)

for BOCC meeting on 01/21/04 Agenda Deadline: 01/06/04

CONTRACT COSTS

Total Dollar Value of Contract: \$5000 Current Year Portion: \$ 5000
Budgeted? Yes ☐ No ☒ Account Codes: - - - - -
Grant: \$ 5000 - - - - -
County Match: \$ 0 - - - - -

ADDITIONAL COSTS

Estimated Ongoing Costs: \$ 0 /yr For: - - - - -
(Not included in dollar value above) (eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed	Reviewer	Date Out
Division Director	<u>1/9/04</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>J. Malloch</u>	<u>1/9/04</u>
Risk Management	<u>1/9/04</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Bill Jones</u>	<u>1/9/04</u>
O.M.B./Purchasing	<u>1/9/04</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Shelley Spauld</u>	<u>1/9/04</u>
County Attorney	<u>1/7/4</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>S. Hutton</u>	<u>1/8/04</u>

Comments: - - - - -
- - - - -
- - - - -

OFFICIAL NOTICE OF ACTION

National Endowment for the Humanities

Award Recipient Monroe County Public Library Institutional Grant Administrator : Ms. Norma Kula Library Director Monroe County Public Library 101485 Overseas Highway Key Largo, FL 33037	Action Taken : Award	Date Of Action : 12/18/2003												
	ID Number : PA-50276-04													
	Award Period : From : 01/01/2004 Thru : 06/30/2004													
	Award Amounts <table style="width: 100%;"> <tr> <td style="text-align: right;">Outright</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> <tr> <td style="text-align: right;">Federal Match</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td style="text-align: right;">Other</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td style="text-align: right;">Total Awarded</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> </table>	Outright	\$ 5,000.00	Federal Match	\$ 0.00	Other	\$ 0.00	Total Awarded	\$ 5,000.00	Federal Matching Funds <table style="width: 100%;"> <tr> <td style="text-align: right;">Amount Offered</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td colspan="2">Offer Expires</td> </tr> </table>	Amount Offered	\$ 0.00	Offer Expires	
Outright	\$ 5,000.00													
Federal Match	\$ 0.00													
Other	\$ 0.00													
Total Awarded	\$ 5,000.00													
Amount Offered	\$ 0.00													
Offer Expires														
Project Director : Ms. Anne Layton Rice														

Project Title

General Preservation Assessment

Remarks:

The terms and conditions that apply to this grant are attached and will be considered acceptable unless a written objection is submitted within thirty days of the date of this notice. The first request for payment will indicate the grantee's acceptance of the award.

The administration of this grant and the expenditure of funds are subject to the NEH General Grant Provisions for Organizations (November 2002). This document incorporates by reference the Uniform Administrative Requirements for Grants and Contracts to State and Local Governments (45 C.F.R. Part 1174), the audit requirements of OMB Circular A-133, and the cost principles of OMB Circular A-87. Copies of these documents may be obtained from the NEH Office of Grants Management, Room 311.

This award was funded by the NEH program described in CFDA section 45.149

NEH Office of Grant Management Official



for Susan G. Daisey

Director, Office of Grant Management

Project Director

BASIS OF AWARD

This grant is made in support of the activities described in the application. The project that is carried out with these grant funds must be consistent with this application.

ENDOWMENT ADMINISTRATION OF THE AWARD

This grant has been funded by the Division of Preservation and Access. Questions relating to project activities, the scope of the project, or changes in key project personnel should be addressed to the Division of Preservation and Access at (202) 606-8570 or e-mail preservation@neh.gov. Questions about the regulations that apply to the grant or requests for budget changes or extensions of the grant period should be addressed to Mr. Robert L. Anderson of the NEH Office of Grant Management at (202) 606-8615 or e-mail Randerson@neh.gov.

TERMS AND CONDITIONS

The following terms and conditions apply to this grant:

1. The budget submitted with the application is approved. Transferring of funds between budget categories do not require NEH approval, as long as the scope or objectives of the project are not changed. See Article 10 of the *General Grant Provisions for Organizations* for further information.
2. NEH has awarded an eighteen-month grant period to allow flexibility in the completion of project activities. However, the project may use the timetable originally proposed in the application.
3. A final financial report will not be required. However in the event that the project is not carried out, the funds provided by this grant must be returned to the Endowment.
4. A final narrative report is required within ninety days after the conclusion of the grant. This report should briefly describe the project's activities and discuss the immediate and long-term impact of the grant on the institution's ability to preserve its holdings. (see Enclosure 2 for further instructions)
5. All materials publicizing or resulting from grant activities must contain an acknowledgment of NEH support. The acknowledgment on grant products must also include the following statement: "Any views, findings, conclusions, or recommendations expressed in this (publication) (program) (exhibition) (website) do not necessarily reflect those of the National Endowment for the Humanities."

Two copies of all grant products should be forwarded to the Endowment as soon as they are available.

6. To receive payment of grant funds, the enclosed ACH Vendor/Miscellaneous Payment Enrollment Form must be completed and returned to the Endowment. This form is enclosed with the institutional grant administrator's copy of the award for this purpose. As federal agencies in Washington D.C. continue to experience disruptions in U.S. Mail delivery we will accept the form via fax at 202-606-8633 or via private delivery services such as FedEx or UPS.

SUBMISSION OF THE COMPLETED ACH VENDOR ENROLLMENT FORM WILL INDICATED THE GRANTEE'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AWARD.

**ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**

OMB No. 1510-0056
Expiration Date 06/30/93

PA-50276-04

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY NATIONAL ENDOWMENT FOR THE HUMANITIES		
AGENCY IDENTIFIER: NEH	AGENCY LOCATION CODE (ALC): 59000003	ACH FORMAT: <input checked="" type="checkbox"/> CCD+ <input type="checkbox"/> CTX <input type="checkbox"/> CTP
ADDRESS: 1100 PENNSYLVANIA AVENUE, N.W., ROOM 310 WASHINGTON, D.C. 20506 FAX (202) 606-8343		
CONTACT PERSON NAME: ACCOUNTING OFFICE		TELEPHONE NUMBER (202) 606-8334
ADDITIONAL INFORMATION:		

PAYEE/COMPANY INFORMATION

NAME	SSN NO. OR TAXPAYER ID NO.
ADDRESS	
CONTACT PERSON NAME:	
TELEPHONE NUMBER: ()	

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER: ()
NINE-DIGIT ROUTING TRANSIT NUMBER: _____	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: ()